

Friction Ridge Discipline Introduction

1 Scope

In this manual, the Friction Ridge Discipline Operations Manual, the Friction Ridge Discipline Training Manual, and the Friction Ridge Discipline Processing Manual, the use of Latent Print Units and Friction Ridge Discipline refers to the Latent Print Operations Unit, the Latent Print Support Unit, and segments of the Terrorist Explosive Device Analytical Center Scientific and Biometrics Analysis Unit. Quality documents are currently transitioning to the use of Friction Ridge Discipline. In the interim documents may use either Latent Print Units or Friction Ridge Discipline interchangeably. The official names of the units themselves are not affected.

The Scientific and Biometrics Analysis Unit is comprised of multiple disciplines; however, the Friction Ridge Discipline quality documents will only apply to those assigned to the Friction Ridge Discipline as well as personnel in the Latent Print Operations Unit and the Latent Print Support. Individuals in other units who conduct support work for Friction Ridge Discipline casework will follow all relevant documents. Additionally, a Fingerprint Specialist/Forensic Examiner or Physical Scientist/Forensic Examiner may be referred to as an examiner; a Physical Scientist (Non-Examiner) may be referred to as a technician; and a Supervisory Physical Scientist/Forensic Examiner may be referred to as a sSupervisor in this manual. in this manual.

2 Mission Statements

2.1 Latent Print Operations Unit

The mission of the Latent Print Operations Unit is to conduct timely, high-quality, scientific examinations in the area of friction ridge print examinations; to report results; to provide expert testimony relating to these examinations in legal proceedings; to provide training to the law enforcement community; and to provide forensic field support to the law enforcement community on a national and international level.

2.2 Latent Print Support Unit

The mission of the Latent Print Support Unit is to ensure the quality and advancement of the Friction Ridge Discipline by providing tools, training, and support for investigative, humanitarian, and intelligence programs. The programs of the Latent Print Support Unit include the Next Generation Identification System, Major Incident Management, Standards and Practices, Technology Development, Research, Training, and Validation. Photography assistance is provided by the Latent Imaging Team.

2.3 Scientific and Biometrics Analysis Unit

The mission of the Terrorist Explosive Device Analytical Center Scientific and Biometrics Analysis Unit is to conduct timely, high-quality, scientific examinations in the area of friction ridge print examinations, with a focus on cases associated with improvised explosive device investigations world-wide; to provide results and expert testimony relating to these examinations in legal proceedings; and provide training and field support to the law enforcement community and other federal partners on a national and international level.

3 Organization

3.1 Latent Print Operations Unit

3.1.1 Unit Chief

The Latent Print Operations Unit Chief is responsible for the overall coordination of Latent Print Operations Unit case examinations, programs, budget, and interactions with internal and external partners. The Latent Print Operations Unit Chief ensures adherence to FBI Laboratory policies and practices and Friction Ridge Discipline procedures for examinations, quality assurance, case reviews, safety, and Latent Print Operations Unit personnel issues.

3.1.2 Supervisory Physical Scientist/Forensic Examiners

Supervisory Physical Scientist/Forensic Examiners are responsible for the daily operation of their respective teams, including the supervising, mentoring, and advising of examiners. Latent Print Operations Unit supervisors may also act as a designee to the role of Latent Print Operations Unit Chief, as needed. Supervisors may also perform the duties of an examiner, as appropriate.

3.1.3 Laboratory Manager

With the exception of equipment and chemicals used by the Latent Imaging Team, the Laboratory Manager is responsible for Quantico Laboratory equipment calibration and maintenance, as well as procurement, reception, and storage of Quantico Laboratory chemicals and supplies, and coordinating appropriate services. The Laboratory Manager may also perform the duties of an examiner, as appropriate. Laboratory Manager duties can be performed by a supervisor or an examiner.

3.1.4 Fingerprint Specialists/Forensic Examiners and Physical Scientists/Forensic Examiners

Fingerprint Specialists/Forensic Examiners and Physical Scientists/Forensic Examiners are responsible for examining evidence, reporting results, testifying to results, and/or providing training. Examiners may also assist in Friction Ridge Discipline programs and initiatives.

Physical Scientist/Forensic Examiners may also coordinate designated programs in addition to their examiner duties. Program Coordinator areas include Hazardous Evidence Analysis Team, Administrative Review, Major Case Management, Indian Country, Crime Scene Management, Cold Case Management, Case Flow Management, and Case Review Management. The Case Review Program Manager may also perform the duties of a supervisor, as appropriate.

The Latent Print Operations Unit Case Flow Program Manager is responsible for case assignments for all Latent Print Operations Unit examiners. The Case Flow Program Manager acts as a liaison for the Latent Print Operations Unit with other Laboratory units and outside entities concerning case acceptance and other relevant topics. The Case Flow Program Manager may also perform the duties of a supervisor, as appropriate.

3.1.5 Management and Program Analyst

A Management and Program Analyst is responsible for research and analysis of management and program functions for the purpose of ascertaining improvement, efficiency, effectiveness, modification, and/or recommendation of better management and operational goals.

3.2 Latent Print Support Unit

3.2.1 Unit Chief

The Latent Print Support Unit Chief is responsible for the overall coordination of Latent Print Support Unit programs and budget; coordination of training and proficiency testing of all Latent Print Units personnel; and the implementation of new technologies. The Latent Print Support Unit Chief ensures the coordination, implementation, and maintenance of the Friction Ridge Discipline segment of the Quantico Laboratory Division Continuity of Operations Plan. The Latent Print Support Unit Chief ensures adherence to FBI Laboratory policies and practices and Friction Ridge Discipline procedures for quality assurance and Latent Print Support Unit personnel issues.

3.2.2 Supervisory Physical Scientist/Forensic Examiner

A Supervisory Physical Scientist/Forensic Examiner is responsible for the daily operation of the Latent Print Support Unit, including the supervising, assisting, and advising of Latent Print Support Unit personnel. Supervisors may also perform the duties of an examiner or program manager, as appropriate. A Latent Print Support Unit supervisor(s) may also act as a designee to the role of Latent Print Support Unit Chief, as needed.

3.2.3 Program Managers

Program Managers are responsible for their respective program. The Latent Print Support Unit programs include Next Generation Identification System, Major Incident Management, Standards and Practices, Technology Development, Research, Training, and Validation. A Program Manager may also perform the duties of an examiner or a supervisor, as appropriate.

3.2.3.1 Next Generation Identification System Program Manager

The Next Generation Identification System Program Manager is the discipline manager for all matters related to the Friction Ridge Discipline's use of the Next Generation Identification System to include: provide procedures for the utilization of the Next Generation Identification System to ensure accurate and reliable search results; act as point of contact for questions regarding the Next Generation Identification System and Criminal Justice Information Services Division procedures; and coordinate, test, evaluate, and implement new Next Generation Identification System software. Additionally, the Next Generation Identification System Program Manager works with the Criminal Justice Information Services Division to coordinate non-traditional searching efforts, support the sharing of latent and known images, resolve Next Generation Identification System technical issues, and coordinate the replacement and maintenance of hardware for the Next Generation Identification System.

3.2.3.2 Major Incident Management Program Manager

The Major Incident Management Program Manager is the discipline manager for all matters related to the operational response of personnel in the Friction Ridge Discipline, outside of direct investigational support, to include: managing and maintaining the infrastructure for the victim identification response; serving as the point of contact for deceased processing and associated antemortem/postmortem record requests; and providing worldwide technical, educational, and research support for disaster victim identification issues.

3.2.3.3 Standards and Practices Program Manager

The Standards and Practices Program Manager is the discipline manager for all matters related to FBI Laboratory and Friction Ridge Discipline quality assurance policies including: corrective actions and preventive actions; deviations; annual reviews; internal and external audits; proficiency testing; ; and all other aspects of maintaining the accreditation of the Friction Ridge Discipline. The Standards and Practices Program Manager will assist with recommendations for initiating, suspending, or resuming operations of the unit, or individuals within the unit, based on impact to the quality system and work product.

3.2.3.4 Technology Development Program Manager

The Technology Development Program Manager is the discipline manager for all matters related to the use of digital technology in the Friction Ridge Discipline including: coordination, testing, evaluation, and implementation of relevant biometric technology; liaison with the criminal justice community on all biometric and digital imaging issues and sharing procedures; coordination management of the operation of the digital imaging applications used by the Friction Ridge Discipline; providing procedures for the utilization of the digital imaging applications to obtain best possible friction ridge/friction ridge print images; and coordination, testing, evaluation and implementation of new digital imaging hardware and software. The Technology Development Program Manager also assists with the coordination, testing, evaluation, and implementation of new Next Generation Identification System software.

3.2.3.5 Research Program Manager

The Research Program Manager is the discipline manager for all matters related to research in the Friction Ridge Discipline including: developing and applying optimal science and technology through internal and external research and development projects; managing, coordinating, and directing all research projects in the Friction Ridge Discipline related to the science of friction ridge print examination; assisting with validation projects, as appropriate; liaising with internal research units and teams to ensure research projects are managed as planned; and acting as the point of contact for all friction ridge print-related research issues that arise from external sources.

3.2.3.6 Training Program Manager

The Training Program Manager is the discipline manager for all matters related to training in the Friction Ridge Discipline including: continuing education opportunities for examiners; training discipline personnel to competency and making recommendations for qualification; developing and providing curriculum for training provided by discipline personnel; recruitment of personnel; reviewing applications to ensure that individuals meet requirements for hire; and making recommendations for conference presentations and attendance.

3.2.3.7 Validation Program Manager

The Validation Program Manager is the discipline manager for all matters related to validation in the Friction Ridge Discipline including: developing and prioritizing validation ideas; training Friction Ridge Discipline personnel on validation procedures; coordinating with personnel concerning existing and potential validation projects; providing input and guidance to individuals concerning existing validation projects; interpreting results and providing guidance on use of new or updated validation projects or plans; and serving as a liaison with other agencies and entities concerning validation projects and information.

3.2.4 Technical Specialist

A Technical Specialist serves as programmatic support to the Latent Print Support Unit with expertise in friction ridge analysis, latent print processing, and/or searching of latent prints in automated systems.

3.2.5 Management and Program Analyst

A Management and Program Analyst is responsible for research and analysis of management and program functions for the purpose of ascertaining improvement, efficiency, effectiveness, modification, and/or recommendation of better management and operational goals.

3.2.6 Photographers

Photographers capture digital images of evidence and/or suspected friction ridge prints and process digital images, as needed. The photographers in the Latent Print Support Unit are referred to as the Latent Imaging Team.

3.2.6.1 Supervisory Photographer

A Supervisory Photographer is responsible for the daily operation of the Latent Print Support Unit Latent Imaging Team, including the supervising, assisting, and advising of Latent Imaging Team personnel. A Supervisory Photographer will act as the Laboratory Manager for all equipment and chemicals under Latent Imaging Team control. A Supervisory Photographer may also perform the duties of a photographer, if authorized, and act as a designee to the role of Latent Print Support Unit Chief, as appropriate.

3.3 Scientific and Biometrics Analysis Unit

3.3.1 Unit Chief

The Scientific and Biometrics Analysis Unit Chief is responsible for the overall coordination of Scientific and Biometrics Analysis Unit case examinations, programs, budget, and interactions with internal and external partners. The Scientific and Biometrics Analysis Unit Chief ensures adherence to FBI Laboratory policies and practices and Friction Ridge Discipline procedures for examinations, quality assurance, safety, case reviews, and Scientific and Biometrics Analysis Unit personnel issues.

3.3.2 Supervisory Physical Scientist/Forensic Examiners

Supervisory Physical Scientist/Forensic Examiners are responsible for the daily operation of their respective teams, including the supervising, mentoring, and advising of examiners. Supervisors may also perform the duties of an examiner, as appropriate. A Scientific and Biometrics Analysis Unit supervisor may also act as a designee to the role of Scientific and Biometrics Analysis Unit Chief in Friction Ridge Discipline matters, as needed.

3.3.3 Physical Scientists/Forensic Examiners

Physical Scientists/Forensic Examiners are responsible for examining evidence (processing and/or Analysis, Comparison, and Evaluation examinations), reporting results, testifying to results, and/or providing training. Examiners may also assist in Friction Ridge Discipline programs and initiatives.

Physical Scientist/Forensic Examiners may also coordinate designated programs in addition to their examiner duties. Program Coordinator areas include Biometrics, Laboratory Management, and Technical Review/Compliance. These individuals may also perform the duties of a supervisor, as appropriate.

The Laboratory Manager is responsible for Huntsville Laboratory equipment calibration and maintenance as well as procurement, reception, and storage of Huntsville Laboratory chemicals and supplies, and coordinating appropriate services. The Laboratory Manager is a liaison in regards to Huntsville Laboratory digital imaging applications.

3.3.4 Physical Scientists (Non-Examiners)

Physical Scientists (Non-Examiners) are responsible for processing physical evidence. The position is not intended to testify.

3.3.5 Case Flow Program

3.3.5.1 Case Flow Program Manager

The Scientific and Biometrics Analysis Unit Case Flow Program Manager is responsible for case acceptance, assignment of cases, and other requests for information for all Scientific and Biometrics Analysis Unit examiners. The Case Flow Program Manager acts as a liaison for the Scientific and Biometrics Analysis Unit with other Laboratory units and outside entities, including other FBI Divisions, concerning case acceptance and other relevant topics. The duties of the Case Flow Program Manager may be conducted by a unit supervisor, examiner, or Management and Program Analyst.

3.3.6 Management and Program Analyst

The Management and Program Analyst is responsible for research and analysis of management and program functions for the purpose of ascertaining improvement, efficiency, effectiveness, modification, and/or recommendation of better management and operational goals.

3.4 Contractors

Contractors are employed on an as-needed basis and may perform Latent Print Examiner, Latent Print Examiner (Non-Testifying), Latent Print Technician, Management and Program Analyst, or administrative duties, as appropriate. Contractors are required to meet the provisions of the FBI Laboratory quality system, including successful completion of the appropriate training program, when applicable.

3.4.1 Latent Print Examiner/Latent Print Examiner (Non-Testifying)

Latent Print Examiners are responsible for conducting Analysis, Comparison, and Evaluation examinations as well as automated searches. Latent Print Examiners (Non-Testifying) will only perform work intended to generate intelligence or develop investigative leads. Their work product is not intended for use in prosecutions. Neither position is intended to testify.

3.4.2 Latent Print Technician

Latent Print Technicians are responsible for processing physical evidence. The position is not intended to testify.

3.5 Technical Leader – Friction Ridge Discipline

The Technical Leader for the Friction Ridge Discipline will oversee all technical operations for the Friction Ridge Discipline. The individual will perform the responsibilities as stated in the FBI Laboratory Quality Assurance Manual, FBI Laboratory Operations Manual, and all Friction Ridge Discipline documents.

4 References

FBI Laboratory Operations Manual. Federal Bureau of Investigation, Laboratory Division. Latest Revision.

FBI Laboratory Quality Assurance Manual. Federal Bureau of Investigation, Laboratory Division. Latest Revision.

Rev. #	Date	History
10	08/21/19	Updated Biometrics Analysis Unit to Scientific and Biometrics Analysis Unit throughout document. Removed duplicate information, broadened disciplines, and moved sentence in Section 1. Section 2.2, removed Forensic Systems. Removed paragraph from Section 3.1. Moved old Section 3.1.3 to new Section 3.1.4. New Section 3.1.3, added allowance for examiner. Removed old Section 3.1.5. New Section 3.1.4, incorporated updated old Section 3.1.7 and added Case Flow and Case Review titles and removed Training Coordination. Renumbered old Section 3.1.8. Removed paragraph from Section 3.2, removed Forensic Systems Program and added Technical Specialist in new Section 3.2.4 and renumbered old Section 3.2.4. Added Section 3.2.6. Updated duties for Section 3.2.3.1. Removed paragraph in Section 3.3. Section 3.3.3, added mention of Biometrics and Technical Review and Compliance. Added testimony notation for Section 3.3.4. Changed Section 3.3.5 to overall Case Flow Program. Changed Case Flow Program Manager to Section 3.3.5.1 and added allowance for verifications and blind verifications. Added Section 3.3.5.2. Old Section 3.3.5.3 for Laboratory Manager moved to Section 3.3.3 and removed old Section 3.3.5.2 and old Section 3.3.5.4. Section 3.4, changed examiner to Latent Print Examiner. Section 3.4.1, added Latent Print Examiner and testimony options. Section 4 incorporated into Latent Print Discipline Training Manuals. Section 5 removed.
11	04/17/20	Latent Print Units and latent discipline changed to Friction Ridge Discipline throughout most of document. Minor wording, grammar, and organizational changes throughout document. Removed “lead” and replaced with “discipline manager” in Support Unit. Section 1, extraneous information removed and section streamlined and renamed Scope. Section 2.2, added Latent Imaging Team. Section 2.3, removed TEDAC. Section 3.1.1 Section 3.3.1, clarified liaison. Section 3.1.3, divided responsibilities from Latent Imaging Team. Section 3.2.1, moved responsibility for Continuity of Operations Plan from Section 3.2.3.2 to Unit Chief. Section 3.2.3.3, updated duties. Section 3.2.3.4 and Section 3.3.3, removed Forensic Imaging Scanning Hub and generalized with digital imaging applications. Added Section 3.2.6.1. Section 3.3.5.1, removed allowance for Supervisor duties and broadened role participants. Removed Section 3.3.5.2.

Approval

Redacted - Signatures on File

Friction Ridge Discipline
Technical Leader

Date: 04/16/2020

Latent Print Operations
Unit Chief

Date: 04/16/2020

Acting Latent Print Support
Unit Chief

Date: 04/16/2020

Acting Scientific and Biometric
Analysis Unit Chief

Date: 04/16/2020

QA Approval

Quality Manager

Date: 04/16/2020